

Requiring Comments overview

In preparation for comments being required when changes are made directly to an employee's timesheet, below are the various views (Employee; Timekeeper/Supervisor/Budgeting/Payroll; Cost Center Manager), along with any notes concerning that particular view.

Employee  
Timekeeper/Supervisor/Budgeting/Payroll  
Cost Center Manager



Timesheet status is "Open"

Original view:

August 05, 2024 - August 11, 2024 Open

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

11:30 hrs  
Total Paid Hours

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
MON Aug 5 Teacher - Floating 7.5...	e 06:30 am	e 02:00 pm	07:30	07:30	MON Aug 5	TATE HIGH	Choose...	Choose...	
	e 03:00 pm	e 04:00 pm	01:00	01:00	MON Aug 5	TATE HIGH	SCHOOL-FUNDED - Instructional \$20/Hr	Choose...	
	e 05:00 pm	e 08:00 pm	03:00	03:00	MON Aug 5	TATE HIGH	STUDENT SERVICES - Workshop Hourly	Choose...	
			11:30 hrs	11:30 hrs					

Requires Comment if changed? Yes

Requires Comment if changed? Yes

Requires Comment? No

Things to note:

- Available fields an employee can change:
  - Requires a comment to be added: School/Department and Extra Duty
  - Does not require a comment to be added (see below for indication that a note was added): Notes

Pre –

e 05:00 pm e 08:00 pm 03:00 03:00 MON Aug 5 TATE HIGH STUDENT SERVICES - Workshop Hourly Choose...

Post –

e 05:00 pm e 08:00 pm 03:00 03:00 MON Aug 5 STUDENT SERVICES STUDENT SERVICES - Workshop Hourly Choose... 1

- Fields that cannot be changed directly by an employee (would require a Change Request): From, To, Time Off, In Date, Exceptions
- Upon saving the timesheet, the requirement to add a comment is triggered. You cannot save the changes WITHOUT leaving a comment.

## Requiring Comments overview

### Comment parameters:

- Keep it short and to the point to answer the question “Why was the change made?”
- The change(s) made will be in **bold**, making it easy to see what was changed.
- More than one change (if needed) can be made to a time entry line. If all changes are made at one time, then only one comment is needed to cover all. BUT, if you make a change to one field, then Save, you’ll add a comment and Save again. Then, if you make a second change to the same time entry line, you’ll have to repeat the process again. (See second image for multiple changes to the same line.)
- Click “Save” on the pop-up screen to return to the timesheet.

### Single change view:

#### Review Changes

Date	Change	Comment
08/05/2024	Changed	Forgot to select Student Services as my location
Fields	Current	New
From	05:00 pm	05:00 pm
To	08:00 pm	08:00 pm
Total Time	03:00	03:00
School/Department	TATE HIGH	<b>STUDENT SERVICES</b>
Extra Duty	STUDENT SERVICES - Workshop Hourly	STUDENT SERVICES - Workshop Hourly
Time Off	-	-
Exceptions	-	-
Account	-	-

Cancel Save

### Multiple changes view:

#### Review Changes

Date	Change	Comment
08/05/2024	Changed	Wrong training event listed for this date/time.
Fields	Current	New
From	05:00 pm	05:00 pm
To	08:00 pm	08:00 pm
Total Time	03:00	03:00
School/Department	STUDENT SERVICES	<b>PROFESSIONAL LEARNING</b>
Extra Duty	STUDENT SERVICES - Workshop Hourly	<b>PE - Workshop \$20/Hr</b>
Time Off	-	-
Exceptions	-	-
Account	-	-

Cancel Save

## Requiring Comments overview

Ending view after changes made and saved (timesheet still in “Open” status):

August 05, 2024 - August 11, 2024 Open

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

**11:30 hrs**  
Total Paid Hours

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
MON Aug 5 Teacher - Floating 7.5...	EARLY IN								
	e 06:30 am	e 02:00 pm	07:30	07:30	MON Aug 5	TATE HIGH	Choose...	Choose...	
	e 03:00 pm	e 04:00 pm	01:00	01:00	MON Aug 5	TATE HIGH	SCHOOL-FUNDED - Instructional \$20/Hr	Choose...	1
	e 05:00 pm	e 08:00 pm	03:00	03:00	MON Aug 5	PROFESSIONAL LEARNING	PE - Workshop \$20/Hr	Choose...	1
			11:30 hrs	11:30 hrs					

Once the employee “Submits” the timesheet, the view will change to this: the only elements that can be modified now are the “Notes”. Anything else will require a Change Request.

August 05, 2024 - August 11, 2024 Submitted

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

**11:30 hrs**  
Total Paid Hours

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
MON Aug 5 Teacher - Floating 7.5...	EARLY IN								
	e 06:30 am	e 02:00 pm	07:30	07:30	MON Aug 5	TATE HIGH	Choose...	Choose...	
	e 03:00 pm	e 04:00 pm	01:00	01:00	MON Aug 5	TATE HIGH	SCHOOL-FUNDED - Instructional \$20/Hr	Choose...	1
	e 05:00 pm	e 08:00 pm	03:00	03:00	MON Aug 5	PROFESSIONAL LEARNING	PE - Workshop \$20/Hr	Choose...	1
			11:30 hrs	11:30 hrs					

Requiring Comments overview

**Timekeeper/Supervisor/Budgeting/Payroll**

Original view:

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account	Notes
MON Aug 5	06:30 am	02:00 pm	07:30	07:30	MON Aug 5		TATE HIGH	Choose...	Choose...	Choose...	
	03:00 pm	04:00 pm	01:00	01:00	MON Aug 5		TATE HIGH	SCHOOL-FUNDED - Instructional \$20/Hr	Choose...	Choose...	1
	05:00 pm	08:00 pm	03:00	03:00	MON Aug 5		PROFESSIONAL LEARNING	PE - Workshop \$20/Hr	Choose...	Choose...	1
			11:30 hrs	11:30 hrs							

Every time a change is made directly on the timesheet, regardless of the number of changes per line, a comment will need to be provided with a short explanation of why the change was made. Example: the employee's "To" time had to be changed, and coding was added – all of these can be noted in the same comment field.

Review Changes

Date	Change	Comment
08/05/2024	Changed	Corrected end time, added coding
Fields	Current	New
From	03:00 pm	03:00 pm
To	04:00 pm	04:30 pm
Total Time	01:00	01:30
School/Department	TATE HIGH	TATE HIGH
Extra Duty	SCHOOL-FUNDED - Instructional \$20/Hr	SCHOOL-FUNDED - Instructional \$20/Hr
Account	-	4412/1110/Internal Funds/1110E5100 0129 0521 12080 00000 00000
Time Off	-	-
Exceptions	-	-

After view:

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account	Notes
MON Aug 5	06:30 am	02:00 pm	07:30	07:30	MON Aug 5		TATE HIGH	Choose...	Choose...	Choose...	
	03:00 pm	04:30 pm	01:30	01:30	MON Aug 5		TATE HIGH	SCHOOL-FUNDED - Instructional \$20/Hr	Choose...	4412/1110/Internal Funds/1110E5100 0129 0521 12080 00000 00000	1
	05:00 pm	08:00 pm	03:00	03:00	MON Aug 5		PROFESSIONAL LEARNING	PE - Workshop \$20/Hr	Choose...	Choose...	1
			12:00 hrs	12:00 hrs							

# Requiring Comments overview

## Cost Center Manager

Original: Cost Center Managers can't make changes to other fields, only what is authorized based on the selected Extra Duty. Every time a change is made directly on the timesheet, regardless of the number of changes per line, a comment will need to be provided with a short explanation of why the change was made. Example: coding was added.

Requires Comment if changed? Yes

Requires Comment? No

Date	From	To	Raw total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account Override	Move to Comp	Notes
MON Aug 5	06:30 am	02:00 pm	07:30	07:30	MON Aug 5		TATE HIGH	Choose...	Choose...	Choose...	Choose...	
	03:00 pm	04:30 pm	01:30	01:30	MON Aug 5		TATE HIGH	SCHOOL-FUNDED - Instructional \$20/Hr	Choose...	1261/1110/Internal Accounts/1110E5100 0129 0521 12080 00000	Choose...	1
	05:00 pm	08:00 pm	03:00	03:00	MON Aug 5		PROFESSIONAL LEARNING	PE - Workshop \$20/Hr	Choose...	Choose...	Choose...	1
			12:00 hrs	12:00 hrs								

### Review Changes

Date	Change	Comment
08/05/2024	Changed	coding
Fields	Current	New
From	05:00 pm	05:00 pm
To	08:00 pm	08:00 pm
Total Time	03:00	03:00
School/Department	PROFESSIONAL LEARNING	PROFESSIONAL LEARNING
Extra Duty	PE - Workshop \$20/Hr	PE - Workshop \$20/Hr
Account Override	-	0521/1110/Extra Pay/1110E5100 0129 0521 60590 00000 00000
Time Off	-	-
Exceptions	-	-
Move to Comp	-	-

### After image:

Timesheet saved

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account Override	Move to Comp	Notes
MON Aug 5	06:30 am	02:00 pm	07:30	07:30	MON Aug 5		TATE HIGH	Choose...	Choose...	Choose...	Choose...	
	03:00 pm	04:30 pm	01:30	01:30	MON Aug 5		TATE HIGH	SCHOOL-FUNDED - Instructional \$20/Hr	Choose...	1261/1110/Internal Accounts/1110E5100 0129 0521 12080 00000	Choose...	1
	05:00 pm	08:00 pm	03:00	03:00	MON Aug 5		PROFESSIONAL LEARNING	PE - Workshop \$20/Hr	Choose...	0521/1110/Extra Pay/1110E5100 0129 0521 60590 00000 00000	Choose...	1
			12:00 hrs	12:00 hrs								